

# INSTRUCTIONS TO AUTHORS SUBMITTING ARTICLES TO THE JOURNAL OF ARACHNOLOGY

(instructions last revised 24 October 2007)

**General:** Manuscripts must be in English and should be prepared in general accordance with the current edition of the *Council of Biological Editors Style Manual* unless instructed otherwise below. Authors should consult a recent issue of the *Journal of Arachnology* for additional points of style. Manuscripts longer than three printed journal pages should be prepared as **Feature Articles**, shorter papers as **Short Communications**. One invited Review Article will be published in the first issue of each year at the discretion of the editors. Suggestions for review articles may be sent to the Managing Editor. Unsolicited review articles are welcomed and will be subject to the same review process as all other submissions.

**Submission:** Send one electronic version of the entire manuscript in Microsoft Word format to the Managing Editor of the *Journal of Arachnology*: **Paula E. Cushing, Managing Editor, Denver Museum of Nature and Science, Zoology Department, 2001 Colorado Blvd., Denver, CO 80205-5798 USA** [Telephone: (303) 370-6442; FAX: (303) 331-6492; E-mail: Paula.Cushing@dmns.org or PECushing@juno.com]

The Managing Editor will acknowledge receipt of the manuscript, assign it a manuscript number and forward it to an Associate Editor for the review process. Correspondence relating to manuscripts should be directed to the Associate Editor and should include the manuscript number. If the manuscript is accepted, the author will be asked to submit the final copy electronically to the Associate Editor. Submission of final illustrations is detailed below. Authors are expected to return revisions promptly. Revised manuscripts that are not returned in a reasonable time period will be considered new submissions.

**Voucher Specimens:** Specimens of species used in your research should be deposited in a recognized scientific institution. All type material must be deposited in a recognized collection/institution.

## FEATURE ARTICLES

**Title page.**—The title page includes the complete name, address, and telephone number of the corresponding author; a FAX number and electronic mail address if available; the title in upper and lower case (first word and all proper nouns should be capitalized), with no more than 40 characters and spaces per line in the title; each author's name and address; and the running head.

**Running head.**—The author's surname(s) and an abbreviated title should be typed in capital letters and must not exceed 60 characters and spaces. The

running head should be placed near the top of the title page.

**Abstract.**—The heading in capital letters should be placed at the beginning of the first paragraph set off by a period. A second abstract, in a language appropriate to the nationality of the author(s) or geographic region(s) emphasized, may be included.

**Keywords.**—Give 3–5 appropriate keywords following the abstract. Keywords should not duplicate words in the title.

**Text.**—Double-space text, tables, legends, etc. throughout. Three levels of heads are used.

- The first level (METHODS, RESULTS, etc.) is typed in capitals and on a separate line.
- The second level head begins a paragraph with an indent and is separated from the text by a period and a dash.
- The third level may or may not begin a paragraph but is italicized and separated from the text by a colon.

Use only the metric system unless quoting text or referencing collection data. If English measurements are used when referencing collection data, then metric equivalents should also be included parenthetically. All decimal fractions are indicated by a period (e.g., –0.123). Include geographic coordinates for collecting locales if possible.

**Citation of references in the text:** Cite only papers already published or in press. Include within parentheses the surname of the author followed by the date of publication. A comma separates multiple citations by the same author(s) and a semicolon separates citations by different authors, e.g., (Smith 1970), (Jones 1988; Smith 1993), (Smith & Jones 1986, 1987; Jones et al. 1989). Include a letter of permission from any person who is cited as providing unpublished data in the form of a personal communication.

**Citation of taxa in the text:** Include the complete taxonomic citation for each arachnid taxon when it first appears in the manuscript. For Araneae, this information can be found online at <http://research.amnh.org/entomology/spiders/catalog/INTRO2.html>. For example, *Araneus diadematus* Clerck 1757.

**Literature Cited section.**—Use the following style and include the full unabbreviated journal title. Personal web pages should not be included in Literature Cited. These can be cited within the text as (John Doe, pers. website) without the URL. Institutional websites can be included in Literature Cited.

Huber, B.A. & W.G. Eberhard. 1997. Courtship, copulation, and genital mechanics in *Physocyclus globosus* (Araneae, Pholcidae). *Canadian Journal of Zoology* 74:905–918.

Krafft, B. 1982. The significance and complexity of communication in spiders. Pp. 15–66. *In* Spider Communications: Mechanisms and Ecological Significance. (P.N. Witt & J.S. Rovner, eds.). Princeton University Press, Princeton, New Jersey.

Platnick, N.I. 2008. The World Spider Catalog, Version 8.5. American Museum of Natural History, New York. Online at <http://research.amnh.org/entomology/spiders/catalog/>

**Footnotes.**—Footnotes are permitted only on the first printed page to indicate current address or other information concerning the author. All footnotes are placed together on a separate manuscript page. Tables and figures may not have footnotes.

**Taxonomic articles.**—Consult a recent taxonomic article in the *Journal of Arachnology* for style or contact the Subject Editor for Taxonomy and Systematics. Papers containing original descriptions of focal arachnid taxa should be listed in the Literature Cited section.

**Tables.**—Each table, with the legend above, should be placed on a separate manuscript page. Only horizontal lines (no more than three) should be included. Tables may not have footnotes; instead, include all information in the legend.

**Illustrations.**—Original illustrations (hard copy) should not be sent until the article is accepted for publication. Electronic submission of final illustrations is acceptable if the author strictly adheres to the Digital Art Spec guidelines posted at the following website: [http://www2.allenpress.com/allen\\_press/apguides/Digital\\_Art\\_Spec.pdf](http://www2.allenpress.com/allen_press/apguides/Digital_Art_Spec.pdf). Hard copies of final illustrations must still be submitted to the Editor-in-Chief to ensure that the electronic version matches the printed copy. To determine if your electronic figures adhere to the Allen Press specifications, you can also go to <http://verifig.allenpress.com>, type in the password, allenpresscmy, and follow the instructions. Address all questions concerning illustrations to the Editor-in-Chief of the *Journal of Arachnology*: **James E. Carrel, Editor-In-Chief, Division of Biological Sciences, 209 Tucker Hall, University of Missouri-Columbia, Columbia, MO 65211-7400, USA** [Telephone: 573-882-3037; FAX: 573-882-0123; E-mail: [carrelj@missouri.edu](mailto:carrelj@missouri.edu)]. All hard-copy art work must be camera-ready – i.e., mounted and labeled – for reproduction. Figures should be arranged to fit (vertically and horizontally) the printed journal page, either one column or two columns, with a minimum of wasted space. When reductions are to be made by the printer, pay particular attention to width of lines and size of lettering in line drawings. Multiple photos assembled

on a single plate should be mounted with a minimum of space separating them. Distribution maps should be considered figures and numbered consecutively with figures. Written on the back should be the name(s) of author(s) and an indication of top edge. The overall dimensions should be no more than 11 inches (28 cm) × 14 inches (36 cm). Larger drawings present greater difficulty in shipping and greater risks of damage for which the *Journal of Arachnology* assumes no responsibility. On the hard copies of illustrations sent by the author (upon acceptance), indicate whether the illustration should be one column or two columns in width and indicate the preferred position of illustrations within the text. Make notations in the text margins of a hard copy of the final manuscript or provide this information in electronic mail posted to the Editor-in-Chief. Color plates can be printed, but the author must assume the full cost, currently about \$600 US per color plate.

**Legends for illustrations** should be placed together on the same page(s) and separate from the illustrations. Each plate must have only one legend, as indicated below:

Figures 1–4. *A-us x-us*, male from Timbuktu. 1, Left leg; 2, Right chelicera; 3, Dorsal aspect of genitalia; 4, Ventral aspect of abdomen. Scale = 1.0 mm.

The following alternate Figure numbering is now acceptable:

Figures 1a–e. *A-us x-us*, male from Timbuktu. a. Left leg; b. Right chelicerae; c. Dorsal aspect of genitalia; d. Ventral aspect of abdomen. Scale = 1.0 mm.

**Assemble manuscript.**—The manuscript should appear in separate sections or pages in the following sequence; title page, abstract, text, footnotes, tables with legends, figure legends, figures. If possible, send entire manuscript, including figures, as one Microsoft Word document.

**Page charges, proofs and reprints.**—Page charges are voluntary, but non-members of AAS are strongly encouraged to pay in full or in part for their article (\$75/journal page). The author will be charged for changes made in the proof pages. Hard copy or pdf reprints are available only from Allen Press and should be ordered when the author receives the proof pages. Allen Press will not accept reprint orders after the paper is published. The *Journal of Arachnology* also is published by BioOne and JStor. Therefore, you can download the PDF version of your article from one of these sites if you or your institution is a member. PDFs of articles older than one year will be made freely available from the AAS website.

## SHORT COMMUNICATIONS

Short Communications are usually limited to three journal pages, including tables and figures. The format is open, but internal headings (Methods, Results, etc.) are omitted. An abstract is required.